| **System / Element** | **Inspection Airline Operator****Hazmat / DG Manual / Training**  | **Reg Reference** |  |
| --- | --- | --- | --- |
| **Notes / Prompts / Guidance** | **Notes** |
| **Name** **Position****DG Manual Copy Number****Date Amended**Check amendment status of the manual (Compare with Master DG Manual)Do your staff have access to the DG Manual. (Canvas staff when appropriate)Are there DG Manuals in the Aircraft. (Sample when appropriate) Are there DG Manuals at ports / agents. (Sample if you can) Check amendment status. Compare against Master DG ManualWho holds master Distribution List. (View)Have staff been trained in the DG Manual. (Question Staff |   |
| **DG Training** Group A Staff (DG Accept)Group B Staff (Cargo Accept)Group C Staff (Flight Crew Group C Staff (Load Planners)Group D Staff (Cabin Crew)Group E Staff (Check-in & Ramp Staff)Casual Temp Staff (Applicable to relevant Groups)***International Operators Only (See CASR 92.130 for specifics)******How does Operator ensure employees undertakes training iaw the Law of the State or ICAO/ IATA.*** ***How does Operator ensure that training records required by that law or ICAO are kept.*** ***Has the operator evaluated that training.**** ***When last done***
* ***Sample Results***
 |  |
| DG Training Records as per 92.145, do they contain* Employee Names,
* Level of training received eg Groups A, B, C, D, or E
* Is level of training appropriate to duties performed
* Date on which trained
* Person and organisation who trained them
* Reference Number eg CASA\Approval Number

 How is training kept current. Manual / Computer?Who is responsible for maintaining recordsWhere records heldSample Names / Cross reference names on duty roster / pay list against names on the DG Training recordMinimum sample of 5% |  |
| DG Posters / Info at Check-in, baggage collection areas, ticket issuing point.DG Posters / Info at Cargo / DG Acceptance CounterWeighing devicesCalibrated Y-N DateCargo / Mail carried. Yes / NoApproximate amount cargo moved outbound / inboundPer weekApproximate amount of DG moved in out Per weekCargo Agents who are theyIs there an agreement in place with the cargo agentsWhere is authority documented for agents to undertake this responsibility for or on behalf of the operator. ViewAre dangerous goods cargo accepted and by whomWhat classes of DG are carried |  |
| Walk through cargo / dangerous goods acceptance systemDocumentation Blank (Generally held in the freight area)* NOTOCS
* Acceptance Checklists
* Shippers Declarations
* Airway Bills (if applicable)
* Hazard / handling labels
* Rejection Labels

Documentation Complete (Generally held in the freight area or on Flight Files)* NOTOCS
* Acceptance Checklists
* Shippers Declarations
* Airway Bills (if applicable)

Retention of Documents (90 Days)Current IATA Y / NYear EditionAddendum status (if applicable)DG Hazard Labels Y / N (Class Labels relevant to DG carried) |  |
| Handling Labels Y/NReject Labels Y/NDG Storage Area eg.* Cool clean dry area (Away from elements)
* Segregation chart
* Emergency Contacts
* Fire Extinguisher
* Signed posted

Declaration on Con Note for general cargo (Inspect a number of pieces of cargo) If possible* Are the Con Notes signed

DG Incident Report. How do they report DG incidents. Walk through processWhat do agents/staff know of the new DG LegislationWhat is the process for informing agents / staff of changes to the legislation consequently the DG ManualWho is responsible for this Is there a follow up process with agents after there has been changes to the DG manual |  |
| Operator approved dangerous goods. Eg electronic wheelchairs, oxygen for medical use, ammunition use;Explain the process for approval. Who has the authority to give approval and how is this done. (Don’t expect to know off top of head but if they go to DG Manual for answer OK).Does the company have a safety policyWhat do staff know of the company Safety PolicyHow are Incident ReportedWhat is the process after an incident has been reported. Is there feedback on those reports.Is there a time frame from when incidents reported to when issued addressed.  |  |
| **Have** you undertaken audits on your ports / agents for DG/ cargo process.DG Training DG Training RecordsDG Storage areaSee audit results |  |
|  |  |